



DEPARTMENT OF CORPORATIONS

JOB OPPORTUNITY

Arnold Schwarzenegger, Governor

Preston DuFauchoard, California Corporations Commissioner

Dale E. Bonner, Agency Secretary

Release Date: May 30, 2007

CLASSIFICATION: **OFFICE TECHNICIAN (TYPING)**
1 position - Permanent/Full Time - Sacramento

FINAL FILING DATE: June 25, 2007

SALARY: \$2598 - \$3157 per month

POSITION LOCATION: Enforcement Division, 1515 K Street, Sacramento

DUTIES AND RESPONSIBILITIES – Under supervision of the Deputy Commissioner, performs a variety of clerical duties and tasks that require confidentiality, initiative, tact, and strong interpersonal and organizational skills. Duties include screening and directing incoming telephone inquiries and correspondence, including sorting and routing mail and faxes to appropriate staff; maintain the Deputy Commissioner's calendar and itinerary; schedule appointments; make travel arrangements for the Deputy Commissioner; and prepare travel expense claims; type letters, memorandums, reports, and prepare complex legal documents, which includes enforcement cases, administrative hearings, and civil and criminal case court filings.

DESIRABLE QUALIFICATIONS

- ◆ Excellent judgment.
- ◆ Ability to communicate effectively orally and in writing.
- ◆ Ability to work cooperatively and deal effectively with others.
- ◆ Ability to work independently and with initiative.
- ◆ Dependability and the ability to adjust to shifting priorities and meeting deadlines.

WHO MAY APPLY – EMPLOYEES CURRENTLY AT THE OFFICE TECHNICIAN (TYPING) LEVEL, OR THOSE WITHIN TRANSFER RANGE OR LIST ELIGIBILITY WHO ARE REACHABLE (IN THE TOP THREE RANKS) ARE ENCOURAGED TO APPLY. For further information regarding the positions, please contact Wayne Strumpfer at (916) 324-6912 or CALNET 8-454-6912. **PLEASE SEND A COMPLETED APPLICATION TO THE PERSON AND ADDRESS PROVIDED BELOW.** (Please include your social security number for eligibility verification).

SUBMIT APPLICATION AND RESUME TO: Department of Corporations
Human Resources Office
Attention: Mabel Miramon (#06-ENF-0014)
1515 K Street, Suite 200
Sacramento, CA 95814
(916) 445-2953 or CALNET 8-485-2953

RPA #06-ENF-0014 ca

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.
IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.